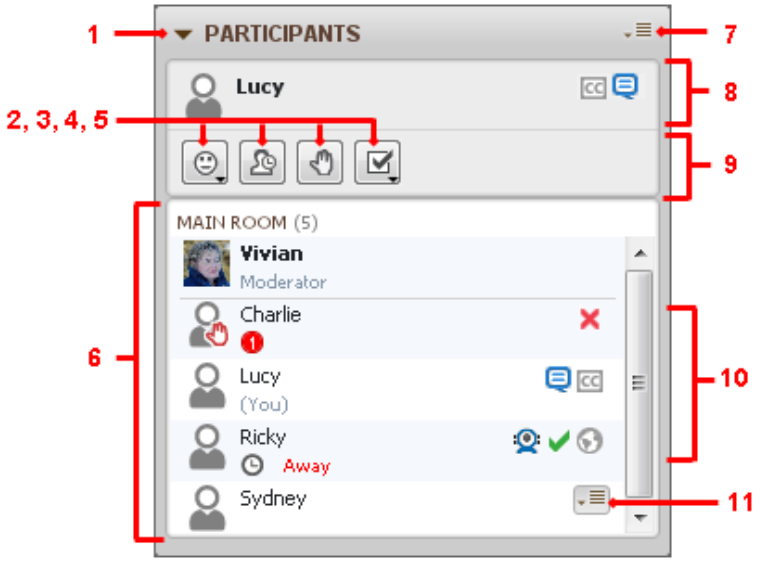
PARTICIPANT PANEL

You can think of the Participants panel as your "control center" for conducting a session. It is from here that you manage Participants by granting and revoking their permissions, inviting or removing Participants to or from the session, sending them to breakout rooms, and getting their input through polling. The Participants panel is also the place where you and other Participants can access user profiles and activity indicators. A complete list of Moderator and Participant capabilities is provided in the table at the end of this section.

The Participants panel has the following components:



1	Expand/Collapse button	7	Global options menu
2	Feedback menu	8	Status area
3	Step Away button	9	Toolbar
4	Raise Hand button	10	Activity indicators
5	Polling Response menu	11	Participant options menu
6	Participants list		

Your name appears at the top of the Participants panel in the Status area as well as in the Participants list below it. In both places you will see information about your permissions, your current activity and your profile. In the Participants list, all the Moderators in the session are displayed in alphabetical order at the top of the list (above the horizontal rule), followed by all the Participants, who are also listed in alphabetical order.
As a Moderator, you can use all the available Participant panel features. Participants can use only a subset of the features. In the table below, check marks indicate which functions can be used by Moderators and which can be used by Participants.

Feature	Moderators	Participants
Remove a Participant from the session	✓	
Give or take away Moderator privileges	✓	
Grant or take away a Participant's permission to use a feature	✓	
Create and distribute Participants to various break-out rooms or return them all to the Main room	✓	
Allow Participants to send themselves to Breakout Rooms	✓	
Invite someone to be a Participant in the session	✓	
Conduct a poll	✓	
Send a private Chat message	✓	✓
Send self to a Breakout Room	✓	✓
Save the Participants List	✓	✓
Print the Participants List	✓	✓
See who has joined the session and what permissions they have	✓	✓
See who is currently using a feature (activity lights)	✓	✓
See if any Participants are experiencing delays in receiving the Whiteboard content, Audio, Application Sharing or Video (status indicators)	✓	✓
Interact with others by entering and viewing polling responses, using the emotion indicators and raising your hand	✓	✓
Edit your own profile	✓	✓
View a user's profile	✓	✓

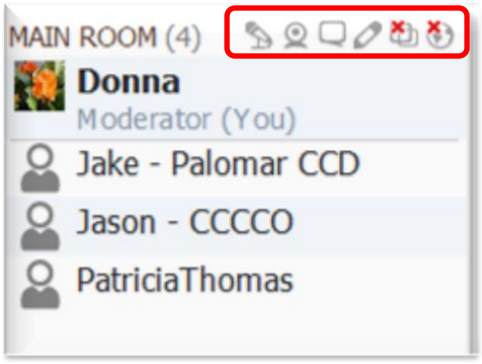
Grant or Revoke Permissions to or from Participants

As a Moderator, you are automatically given all permissions. The global permissions given to Participants are audio, video and chat.

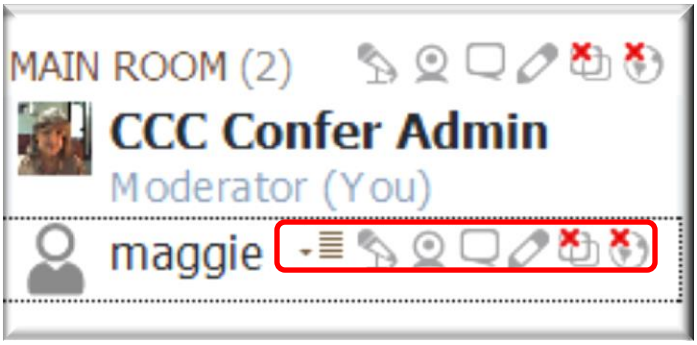
To grant or revoke permissions to or from **all** Participants, select or deselect the desired permission in the Global Options menu. These changes will not affect Moderators.

To grant or revoke permissions to or from individual Participants or Moderators, select or deselect the desired permissions in the individual's Participant Options menu. A selected permission has a faint box around its icon.

Global Permissions: Add or remove for **ALL** Participants



Individual Permissions: Hover over a name to view, click to add or remove for **that** Participant



Grant Participants Moderator Privileges

During a meeting you may want to give Moderator privileges to a Participant so they can use all of the features and tools. For example, you have a guest presenter who is not part of the Community College System. The guest can log in as a Participant, and then you give the privileges just for this meeting.

1. Click on the Participant's name to highlight.

2. Right click your mouse and select "Give Moderator Privileges".

3. Repeat the steps to “Remove Moderator Privileges”.

Remove Participants from the Session

To remove one or more Participants from the session, do the following:

1. Click on a single Participant’s name or highlight multiple Participants in the Participants list.
2. Right-click (Control-Click on Mac) on the selected Participants to open the Participants Option menu and select *Remove Participant*. Alternatively, from the Tools menu, select Moderator followed by Remove Participant. The Remove Participant dialog appears.

3. Click Yes to remove the Participant(s) from the CCC Confer session.

The Participant is disconnected from the session immediately.

Participants can still save or print the Whiteboard after being disconnected, unless you have protected the Whiteboard content. If you have locked the room, then the Participant will not be able to reconnect. If the room has been left open, then the Participant may reconnect.

Lock your Session / Unlock your Session

During your session, you are able to lock the room to prevent any new Participants from joining. If any of the Participants that were in the session at the time you locked it are disconnected, they will still be permitted to re-enter.

> **Please Note** - Once you have locked the session, any new Participants that try to join the session will receive the"Connection Failed: Conference is Locked" dialog.

By default the session will remain open for Participants to join at any time.

To lock the session, do the following:

1. From the *Tools* menu, select *Moderator*.
2. De-select *Allow New Participants to Enter Session*.

To unlock the session, re-select *Allow New Participants to Enter Session*.

Note: If you locked the session and then removed a Participant from the session, the banished Participant will not be able to join the session with the same username and password until the session is unlocked.

Raised Hand Notification

Moderators and Participants can raise their hands at any time during the session. The Participants list will indicate who has raised their hand and in what order.

There are two ways to raise your hand:

- **Participants panel**
  Click the button.
- **Keyboard Shortcut**
  Enter Ctrl+R (Command-R on Mac).

There are three ways to lower your hand:

- **Participants panel**
  Click the button.
- **Participant Options menu**
  Select *Lower Hand*.
- **Keyboard Shortcut**
  Enter Ctrl+R (Command-R on Mac).

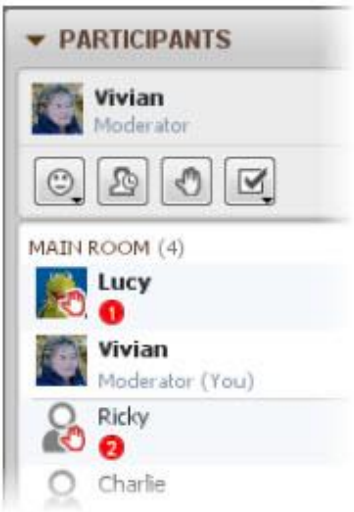
Lowering Other Participants' Hands

As a Moderator, you can lower other people's hands. To lower an individual's hand, open that user's Participant's Options menu and select *Lower Hand*. To lower everyone's hands at once, open the Global Participants Options menu and select *Lower All Hands*.

Raised Hand Notification

Each time someone raises their hand, you may be notified in one or both of the following ways:

- A red hand icon will appear over the profile picture (or avatar) of the person who raised their hand. A number will appear under their name indicating where they are in the queue of those who have raised their hands (the order in which hands were raised).
- An Audible Notification may be played. You can configure your Audible Notification preferences to play one sound when you raise your own hand and another when someone else raises theirs – or you can turn the sound of altogether.



Automatically Raise Hand upon Entering a Session
As the Moderator, you may wish to be notified when anyone enters the session. The Auto Raise Hand feature is used for this purpose: when anyone joins the session his or her hand will automatically be raised.
You can turn this feature on by opening the **Tools** menu followed by the **Interaction** menu and checking the option *Raise Hand upon Entering*. To turn the feature off, uncheck the same option.

Feedback Menu – Emoticons and Pacing

Moderators and Participants can select feedback options from the Feedback menu or via keyboard shortcuts. These options express common reactions to a presentation. An indicator associated with each option appears for a short time to the right of the name of the person who selected it.
There are three ways to select one of the feedback options:

- **Participants panel Feedback menu**
  Select the desired option.

- **Tools > Interaction menu**

Open the **Tools** menu and select **Interaction** followed by **Show Emotion** and select the desired option from the submenu. This menu is identical to the menu in the Participants panel.

Keyboard Shortcuts
Enter the appropriate keyboard shortcut for the desired option.

Icon	Emotion	Windows, Linux & Solaris Accelerator Keys	Mac Accelerator Keys
	Show Smiley Face	Alt+1	Option-1
	Show LOL	Alt+2	Option-2
	Show Applause	Alt+3	Option-3
	Show Confusion	Alt+4	Option-4
	Show Approval	Alt+5	Option-5
	Show Disapproval	Alt+6	Option-6
	Show Slower (when you want the pre-senter to slow down)	Alt+7	Option-7
	Show Faster (when you want the pre-senter to speed up)	Alt+8	Option-8
(blank square)	Show None (clears all displayed feedback icons)	Alt+0	Option-0

Step Away/Step Back status

The Step Away feature allows you to indicate to the others in the session that you are temporarily unavailable. You are still connected to the session and can see and hear everything that is going on – others just won't expect you to be available for interaction.
There are three ways to show that you have stepped away:

- Click on the button in the Participants panel.
- From the Tools menu, open the Interaction menu and select *Step Away*.
- Enter Ctrl+Shift+A (Shift-Command-A on Mac).
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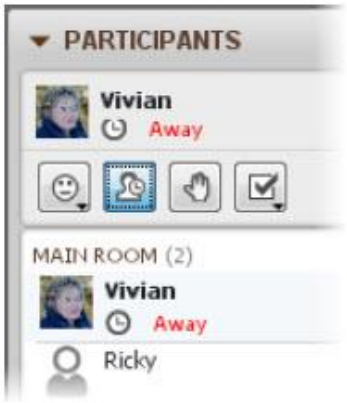
The Step Away indicator (clock icon and the word "Away") will appear next to your name in the Participants list for everyone to see. You will also see the indicator next to your name in the Status area (top) of the Participants panel.



Stepping Back

There are three ways to show that you have stepped back into the session:

- Click on the button in the Participants panel.
- From the Tools menu, open the Interaction menu and unselect *Step Away*
- Press Ctrl+Shift+A (Shift-Command-A on Mac).

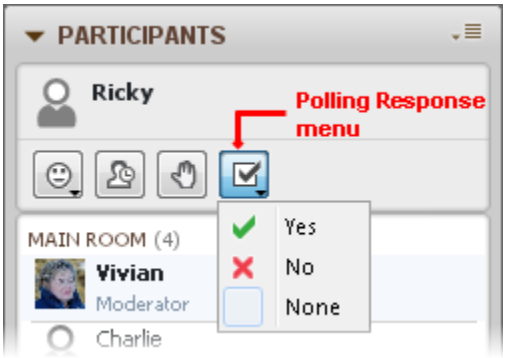
The Step Away indicator will be removed from the Participants list so others will know you are back in the session.

Polling

A Moderator may ask you to participate in a poll. There are four poll types:

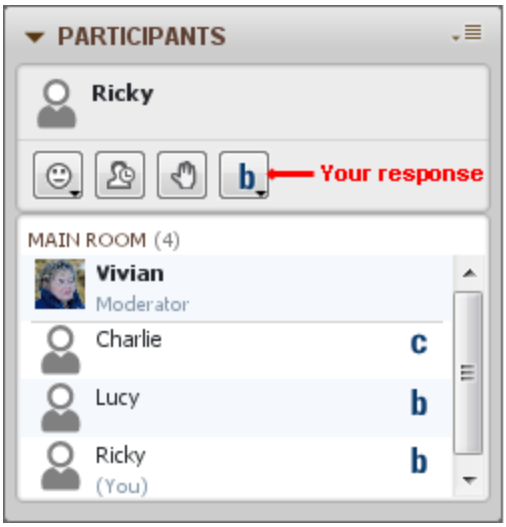
- Yes/No Options (the default)
- Multiple-Choice Responses A – C
- Multiple-Choice Responses A – D
- Multiple-Choice Responses A – E

People can respond to questions by selecting response options from the Polling Response menu in the Participants panel or by entering keyboard shortcuts (listed in the table below).



When the Moderator selects a different type of poll, the available response buttons will change accordingly.

If a Moderator has enabled it, Participants can see the responses of others displayed next to their names in the Participants list. Your own response is also shown in the button of the Polling Response menu.



Activity Indicators and What They Mean

The Participants list presents information about user activity through activity indicators. These indicators display information about what feature a user is currently using, show if a user is using the Audio Setup Wizard or indicate if a user has stepped away from the session.
For example in the image below:

Activity Indicator	Meaning
	User has turned on his/her microphone. (Using VoIP for Audio.)
	The Teleconference Bridge participant is connected and the telephone conference is available to users.
	User is using Telephony mode for audio communications. (Using the phone for Audio.)
	User is running the Audio Setup Wizard.
	User is transmitting Video.
	User is entering a Chat message.
	User is entering content into the Whiteboard with one of the Whiteboard drawing tools or, if the user is a Moderator, may be loading content into the Whiteboard.
	User is hosting an Application Sharing session.
	User is conducting a Web Tour or Web Push.
	User has stepped away from the session.

Status Indicators and What They Mean

Status indicators appear in the Participants list when data is being sent and received. For Audio, Video and Application Sharing, the indicators signify a delay in the sending and/or receipt of data. An amber status indicator denotes a moderate delay whereas a red status indicator denotes a significant delay. For the Whiteboard, the indicators tell Moderators who is receiving content (amber status indicator) and who hasn't received all the content on the current page (red status indicator).

The status indicators are dynamic and are updated and visible throughout the session. By keeping an eye on these indicators, you can see when it might be appropriate to adjust your pace (e.g., temporarily stop talking, turn off your Video camera or pause your Application Sharing session) so others can catch up.

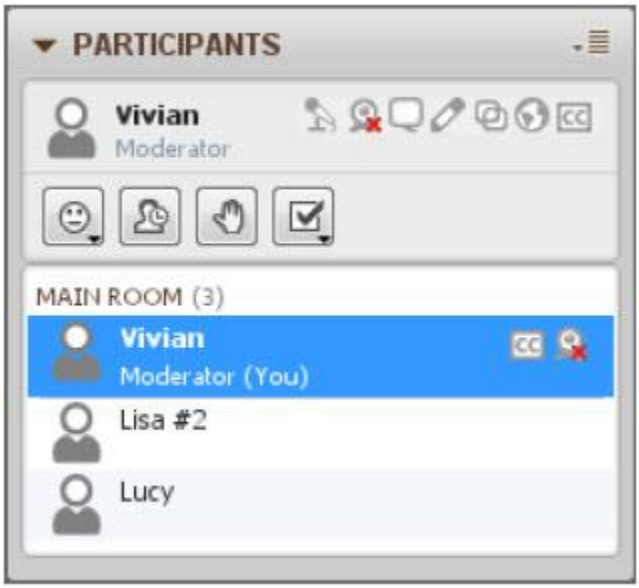
For example in the image below:

- Amanda, Dominic, Emma and Sophia have not received all of the Whiteboard content.

- Emma is having a significant delay in receiving audio.
- Sophia is having a moderate delay in receiving audio.
- Sophia is having a moderate delay in receiving the Application Sharing content.

View All of Your Permissions

If you would like to see a complete list of all your permissions, not just the exceptions to the global permissions, select *Show My Permissions* from the Global Options menu of the Participants panel.



Note - All the individual permissions (granted or revoked) that represent exceptions to the global permissions are still displayed in the Participants list.

Create or Edit Your Profile

Create or edit your Profile in the Preferences dialog.

Note: All fields in the My Profile preferences dialog are optional.

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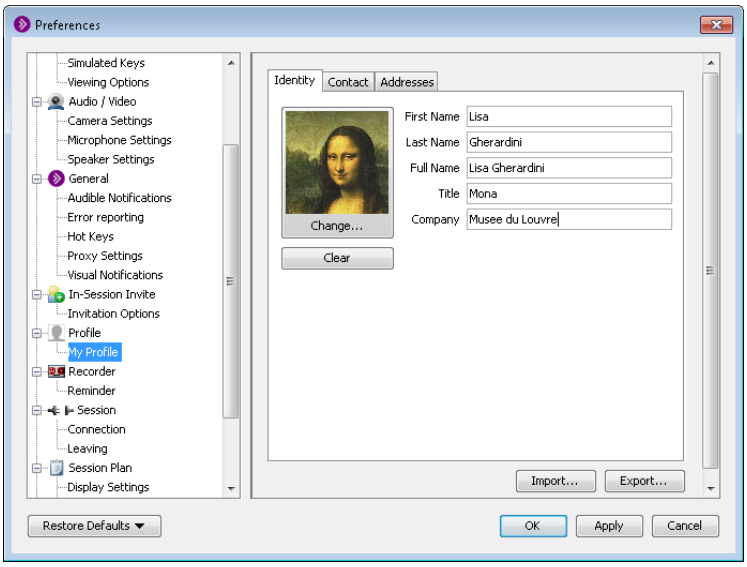
1. Open the Preferences dialog. Click here for steps to open the preferences dialog.

2. (Skip this step if you selected *Edit Profile* from your Participants Option menu in the Participants list.) In the left pane of the Preferences dialog, select the My Profile preferences panel under Profile.



3. Enter your information in the desired fields under the Identity tab.

To insert a photo, click the **Change** button and browse to select your photo. To remove the photo, click on the **Clear** button.

Tip: Only .gif and .jpg or .jpeg files can be used for your User Profile photo. If your photo is larger than 96 x 96 pixels, it will be automatically scaled to fit the available space.

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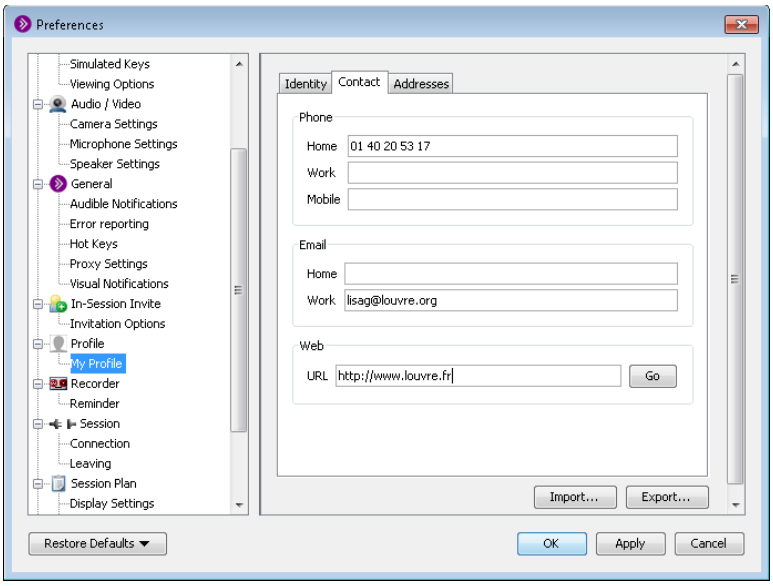
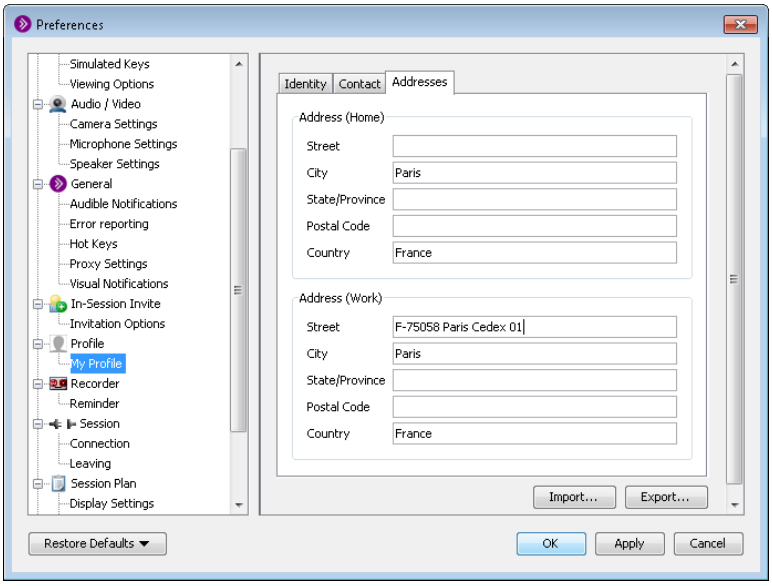
4. Click on the Contact tab and enter information in the desired fields.



5. Click on the Addresses tab and enter information in the desired fields.



6. Click on **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

When you configure preferences, CCC Confer will remember the settings each time you join another session on the same computer.

Note: You can restore your preference settings to the default. For details on restoring default preferences, see *Restoring Default Preference Settings*.

Importing a vCard file

Instead of creating a new user profile for a Blackboard Collaboratesession from scratch, you can import an existing vCard (*.vcf file).

1. Open the My Profile preferences dialog box. (See steps 1 and 2 under *Editing Your User Profile*.)
2. Click on the **Import** button. The Open dialog box will open.
3. Navigate to the directory containing your vCard, select the .vcf file you wish to import and then click on **Open**.
4. Click on **OK** to save your new profile and close the Preferences dialog, **Apply** to save your new profile and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

Exporting a vCard file

You can export your Blackboard Collaborate profile as a .vcf file and import it into other applications (such as Outlook).

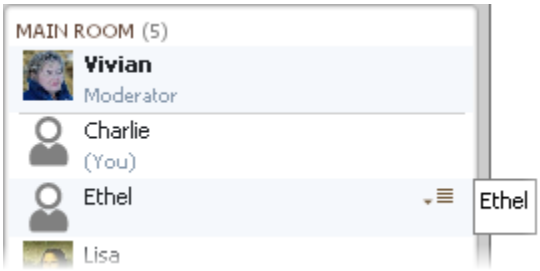
1. Open the My Profile preferences dialog box. (See steps 1 and 2 under *Editing Your User Profile*.)
2. Click on the **Export** button. The Save dialog will open.
3. Navigate to the location in which you want to save the *.vcf file and then click on **Save**.
4. Click on **OK** to complete the export and close the Preferences dialog, **Apply** to complete the export and leave the Preferences dialog open or **Cancel** to close the Preference dialog without completing the export.

Viewing a User's Profile

A user's profile appears in a floating display beside the Participants list.

To view a user's profile, hover your mouse over their name in the Participants list. The content displayed in the user's profile varies depending on how completely the user has filled in his or her profile.

If a user does not have a profile, the display will simply contain the same name that is already listed in the Participants list.



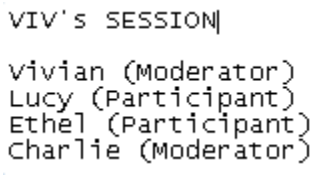
To dismiss the profile, click on it or move your cursor off of the Participants list.

Printing the Participants List

You can print the current Participants list to review at a later time. The printed list will have the session name as its header. The names in the list will be appended by the session attendees' roles.

1. Open the Print dialog by doing one of the following:
   - From the *File* menu, select *Print* and then *Participants List…*
   - Enter Ctrl+P (Command-P on Mac).
2. In the Print dialog, specify your preferences and click **OK**.

Saving the Participants List to a File



You can save the current Participants List to a text file to review at a later time. The saved file will have the session name as its header. The names in the list will be appended by the session attendees' roles.

1. Open the Save Participants List dialog by doing one of the following:
   - From the *File* menu, select *Save* and then *Participants List…* .
   - Enter Ctrl+S (Command-S on Mac).
2. Enter a file name and select the location to which you want to save the file.
3. Click **Save**. The suffix .txt is added to the filename.

Note: All Participants list files will be saved as text (.txt) files. There are no other file types supported.

You can use Notepad, WordPad, Text Edit (OS X) or any word processing application to read the text file.